

Building Maintenance

	Essential	Enhanced	Excellent
General	<p>The library has a plan to ensure regular cleaning of all areas of the facility.</p> <p>Cleaning supplies are properly and conveniently stored.</p> <p>Light bulbs are replaced within 24 hours</p>	<p>The library employs a custodian or service to do regular cleaning.</p> <p>Cleaning supplies and equipment have assigned storage space</p> <p>Light bult bulbs are replaced as noticed</p>	<p>Staff areas including desktops are cleaned regularly</p> <p>Each area of the library has cleaning supplies and equipment to maintain efficiency</p>
Furniture & Furnishings	<p>Funds are allocated to repair or replace damaged furnishings.</p> <p>Furniture and shelving is kept dust free</p>	<p>There is a capital improvement fund.</p> <p>The library has a plan for replacing furniture & equipment</p> <p>There is a weekly schedule of dusting</p>	
Floor Coverings	<p>Floor coverings are kept clean</p>	<p>Floor coverings are replaced when worn.</p>	<p>Floor coverings are replaced to maintain a fresh up-to-date appearance.</p>
Trash Disposal	<p>Receptacles are provided for trash.</p> <p>Trash containers are located in all areas of the facility.</p> <p>Trash is removed and disposed weekly.</p> <p>Trash is stored in a concealed location</p>	<p>Trash receptacles are attractive & functional</p> <p>Trash is sorted for recycling</p>	<p>Trash & cigarette receptacles are empied daily</p>

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Windows	There a schedule for regular cleaning of windows. Window treatments are kept clean and functioning properly	Window treatments are replaced when worn	Window treatments are replaced to maintain a fresh up-to-date appearance
Exterior	Lawn is mowed as often as necessary. Shrubbery is trimmed and weeded each spring Trash receptacles are available near entrance There is a receptacle for cigarette butts Gum is removed from cement weekly Parking and walkways clear of debris	There is a sprinkling system to water lawn Landscaping is tended monthly Concrete and asphalt in good repair	Parking lot resurfaced on a regular basis
Walls	Walls are free of handprints and other dirt	Walls are painted or covered every five years	Marred or dirty walls are repainted annually
Doors	Doors are cleaned weekly Doors are painted annually (if applicable)	Doors are cleaned twice a week	Doors are cleaned daily
Management	Completes an annual maintenance review Adopts an annual maintenance plan Prioitizes and funds 50% of objectives	Funds 75% of objectives	Funds 100% of objectives.